

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 09-96

**Date Received:** 1/27/2010

**Title:** V&V Revisions

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**Name:** David Lankford

**Phone:** 202-267-8407

**Policy OR Guidance:** Policy

**Section/Text Location Affected:** AMS policy para. 2.1.7, 2.2, 2.2.1, 2.3.4, 2.3.4.1, 2.5, 2.5.1 and 2.7.1

**Summary of Change:** Modifies policy to include verification and validation of work products in accordance with AMS Lifecycle V&V Philosophy White Paper.

**Reason for Change:** This change submitted by John Frederick, Test Standards Board (AJP-7C2). Policy revisions requested by AEB.

**Development, Review, and/or Concurrence:** AEB, ATO-P, ATO-S, AVS

**Target Audience:** Acquisition workforce

**Potential Links within FAST for the Change:** V&V guidelines

**Briefing Planned:** Yes

**ASAG Responsibilities:** Review and Comment

**Potential Links within FAST for the Change:** V&V guidelines

**Links for New/Modified Forms (or) Documents (LINK 1)**

**Links for New/Modified Forms (or) Documents (LINK 2)**

**Links for New/Modified Forms (or) Documents (LINK 3)**

## SECTIONS EDITED:

Acquisition Management Policy:

**Section 2.3.4 : Concept and Requirements Definition** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Acquisition Management Policy:

**Section 2.3.4.1 : What Must Be Done** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Acquisition Management Policy:

**Section 2.5 : Solution Implementation** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Acquisition Management Policy:

**Section 2.5.1 : What Must Be Done** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Acquisition Management Policy:

**Section 2.7.1 : What Must Be Done** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Acquisition Management Policy:

**Section 2.2.1 : What Must Be Done** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

## SECTIONS EDITED:

### **Section 2.3.4 : Concept and Requirements Definition**

**Old Content:** Acquisition Management Policy:

#### **Section 2.3.4 : Concept and Requirements Definition**

All investment opportunities that require funding outside the scope of an approved acquisition program baseline undergo concept and requirements definition. This includes upgrades to existing capability without approved investment funding.

Concept and requirements definition translates priority operational needs in the enterprise architecture into preliminary requirements and a concept of use for the capability needed to improve service delivery. It also quantifies the service shortfall in sufficient detail for the definition of realistic preliminary requirements and the estimation of potential costs and benefits. Finally, concept and requirements definition identifies the most promising alternative solutions able to satisfy the service need, one of which must be the alternative in the enterprise architecture.

Planning for concept and requirements definition begins when a roadmap in the enterprise architecture specifies action must be taken to address a priority service or infrastructure need. These needs typically relate to existing or emerging shortfalls in the “as is” architecture or essential building blocks of the “to be” architecture. Should a service organization wish to pursue an investment opportunity not in an enterprise architecture roadmap, it must first develop architectural change products and amendments and get endorsement from the cognizant architectural review board.

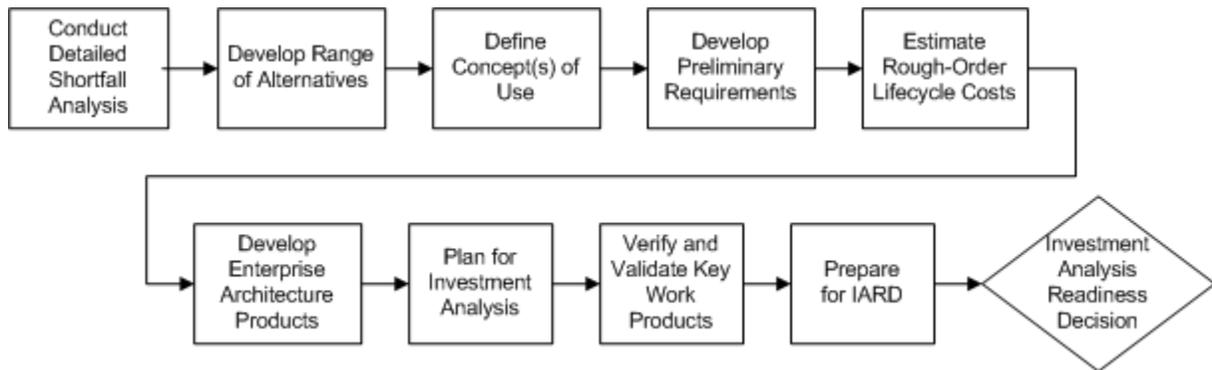
The FAA may undertake research activity or employ research by other agencies or industry to define the operational concept, develop preliminary requirements, demonstrate and refine computer-human interfaces, reduce risk, or achieve customer buy-in to potential solutions to mission need.

A nonmaterial solution that emerges during concept and requirements definition may be implemented without proceeding further in the lifecycle management process, provided it satisfies the need, can be achieved within approved budgets, and is acceptable to users and customers. This determination is made by the Vice President or Director of the service organization with the mission need with the concurrence of the appropriate enterprise architecture control board.

Key functional disciplines such as safety, security, and human factors *must* participate in the activities of concept and requirements definition in order to determine mandatory requirements and evaluate their impact on potential alternative solutions.

The key activities of concept and requirements definition are shown in Figure 2.3.4-1.

**Figure 2.3.4-1 Key Activities of Concept / Requirements Definition**



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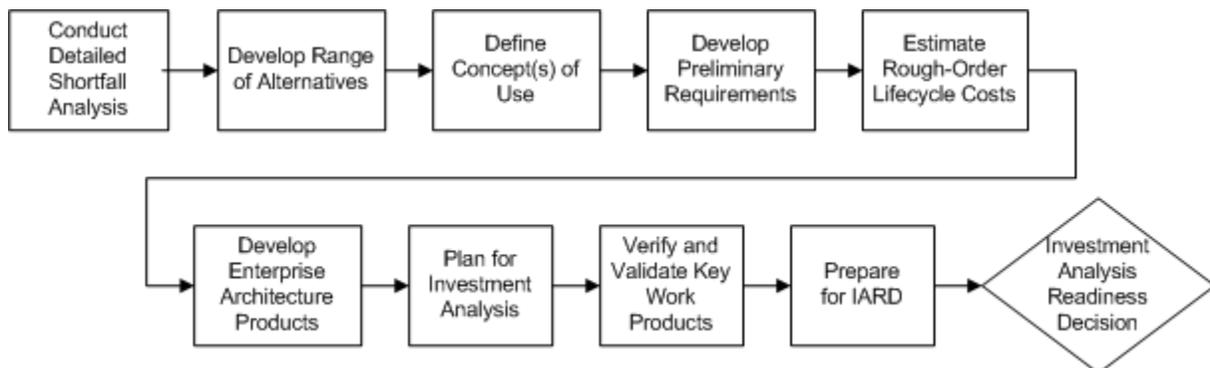
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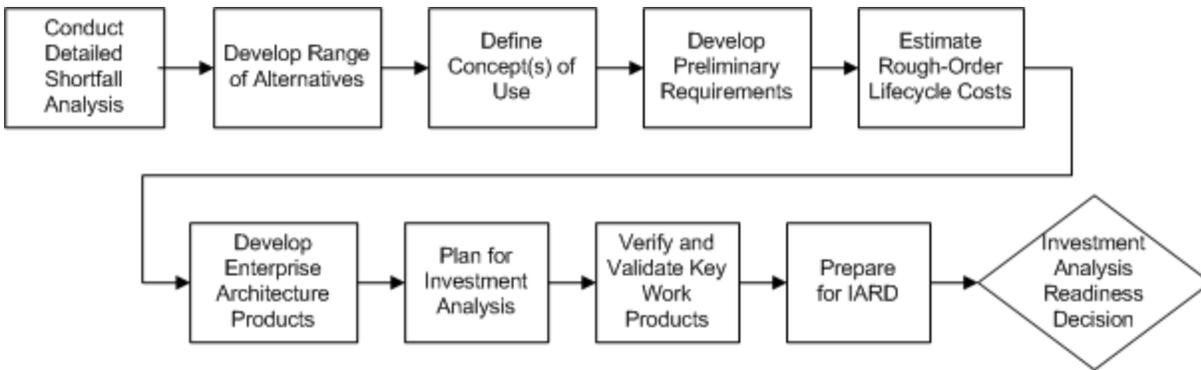
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### **Section 2.3.4.1 : What Must Be Done**

**Old Content:** Acquisition Management Policy:

#### **Section 2.3.4.1 : What Must Be Done**

NOTE: The plan for concept and requirements definition must be approved by the Vice Presidents (ATO) or Directors (non-ATO) of the service organization with the mission need and the operating service organization before the start of any CRD activity (see AMS Section 2.3.2.1). Roadmap planning in the enterprise architecture specifies when concept and requirements definition activity must begin.

- **Conduct detailed shortfall analysis.** The priority infrastructure or service shortfall in the enterprise architecture and its impact on service delivery is quantified in sufficient detail to serve as the basis for (1) determining realistic and economic alternative solutions to the service need, (2) developing a concept of use, and (3) defining preliminary program requirements. This detailed shortfall analysis is also the basis for quantifying likely program costs and benefits during investment analysis.
- **Develop range of alternatives.** The marketplace is surveyed to identify feasible and economic alternative solutions to the service need. Both material and non-material alternatives are evaluated. One must be the hypothesized "best" alternative in the enterprise architecture. Key factors to consider are safety, operational cost efficiencies (particularly those related to telecommunications and information systems security), technological maturity, and impact on the workforce and enterprise architecture. Alternatives should be qualitatively different from each other (e.g., different technologies such as ground-based versus airborne solutions or different acquisition strategies such as developmental versus commercially available items). Low risk, cost-effective, and operationally suitable commercial or non-developmental solutions are preferred. Alternatives may not meet 100 percent of preliminary requirements. Concept and technical descriptions are developed for each alternative.
- **Define concept(s) of use.** The concept of use explains how new capabilities will function within the existing operational environment and how they will satisfy the service

need. It defines key elements of the required capability and the roles and responsibilities of key participants (e.g., controllers, maintenance technicians, pilots). It explains operational issues that system engineers must understand when developing requirements; identifies procedural issues that may lead to operational change; and establishes a basis for evaluating benefits. If proposed alternative solutions are significantly different from each other, more than one concept of use may be required. The concept of use is recorded in the preliminary program requirements document.

- **Develop preliminary requirements.** The functional analysis performed during service analysis is the foundation for defining preliminary requirements. Preliminary requirements specify how well the new capability must perform intended functions. Safety, security, integrated logistics support, and human factors are key disciplines that must be considered. Preliminary requirements specify *only* function and performance, and *do not* define a solution. They must be expressed such that the degree to which different solutions satisfy them can be measured and evaluated. Research and analysis or even prototyping may be necessary to define preliminary requirements adequately. They are recorded in the preliminary program requirements document.
- **Estimate rough lifecycle costs.** A rough lifecycle cost is developed for the range of alternatives that will be evaluated during initial investment analysis. A preliminary assessment of the availability of funding is also conducted. The head of the line of business uses this information as a basis for determining whether to pursue this service need in competition with all other service needs.
- **Develop enterprise architecture products and amendments.** Enterprise architecture products and amendments include the operational (business rule) and systems (engineering) view families. These families facilitate development, support, and execution of both service and infrastructure investment programs.
- **Plan for investment analysis.** The plan for investment analysis defines: (1) scope and assumptions; (2) alternatives and rough-order lifecycle cost estimates; and (3) organizational roles and responsibilities. It also specifies (4) a target schedule and defines (5) the resources needed for the work. By signing the plan for investment analysis, the organizations that will conduct the analysis agree to provide the resources necessary to complete the work.
- **Prepare for the investment analysis readiness decision.** This includes development of the decision package, verification that the activities of concept and requirements definition are complete, and pre-briefings to designated decision-makers.

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### **Section 2.5 : Solution Implementation**

**Old Content:** Acquisition Management Policy:

### **Section 2.5 : Solution Implementation**

Solution implementation begins at the final investment decision when the investment decision authority approves and funds an investment program or segment, establishes the acquisition program baseline for variance tracking, and authorizes the service organization to proceed with

implementation. Solution implementation ends when a new service or capability is commissioned into operational use at all sites.

Detailed program planning, including the solicitation and evaluation of offers for prime contract(s), occurs during final investment analysis and before the final investment decision. This ensures accurate contract costs, risks, and schedules are reflected in the acquisition program baseline and program planning documents. These plans and baselines are revalidated, and updated if necessary, after contract award to ensure they can realistically serve as the management construct for program implementation. They are kept current throughout solution implementation.

The overarching goal of solution implementation is to satisfy user requirements and achieve the benefit targets in the business case analysis report. To achieve this, the service organization must work with users and stakeholders throughout solution implementation to resolve issues as they arise. Actions outside the direct control of the service organization (e.g., regulatory changes) are recorded in the implementation strategy and planning document and tracked at program reviews throughout solution implementation.

The activities undertaken during solution implementation vary widely and are tailored for the solution or capability being implemented. FAST contains tailored process flowcharts for representative types of investment program (systems and software, facilities, services). These flowcharts identify actions and activities the service organization may need to execute to achieve projected capability, value, and benefits. Instructions, templates, best practices, good examples, and lessons-learned are attached to many activities in the flowcharts to assist lifecycle management specialists as they plan and execute activities that make sense for their investment program.

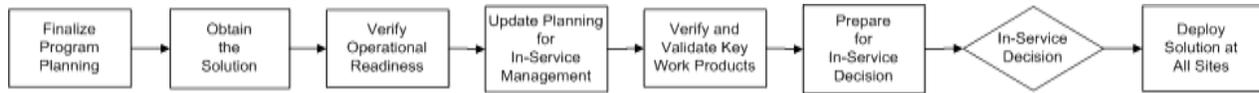
Although service organizations are empowered to implement investment programs and manage them over their lifecycle, they must adhere to built-in checks and balances. The acquisition program baseline establishes the performance, cost, schedule boundaries within which the service organization is authorized to operate. The service organization must report all negatives variance from cost, schedule, and performance baseline measures and undertake corrective action in accordance with AMS Section 1.2.3.

The service organization monitors cost, schedule, and performance status against targets in the acquisition program baseline on a continuing basis, and takes corrective action when variances from planning objectives arise. The service organization also reports program status at service-level reviews. The focus of these reviews is to identify high-risk issues requiring resolution and to ensure all actions necessary to achieve projected value and benefits are being executed satisfactorily, particularly those outside the control of the service organization. The service organization applies the principles of earned value management to development, modernization, and enhancement investment programs, and when applicable, uses audits to ensure contract costs are proper and allowable.

The service organization captures expenditures consistent with the program baseline work breakdown structure fashioned during final investment analysis.

Solution implementation is organized into the six sets of activity shown in Figure 2.5.1-1. These activities are tailored to the special requirements of each investment program.

**Figure 2.5.1-1 Primary Activities of Solution Implementation**



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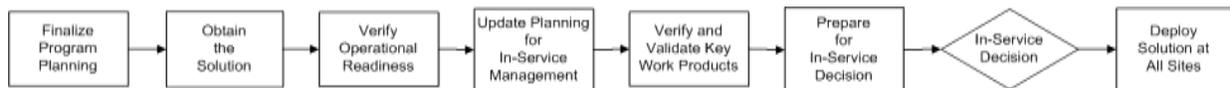
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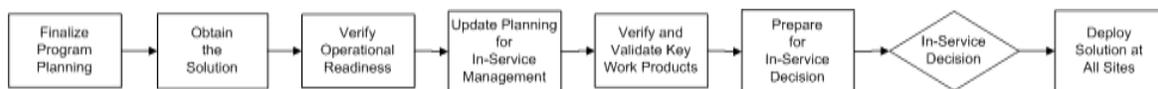
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**Old Content:** Acquisition Management Policy:

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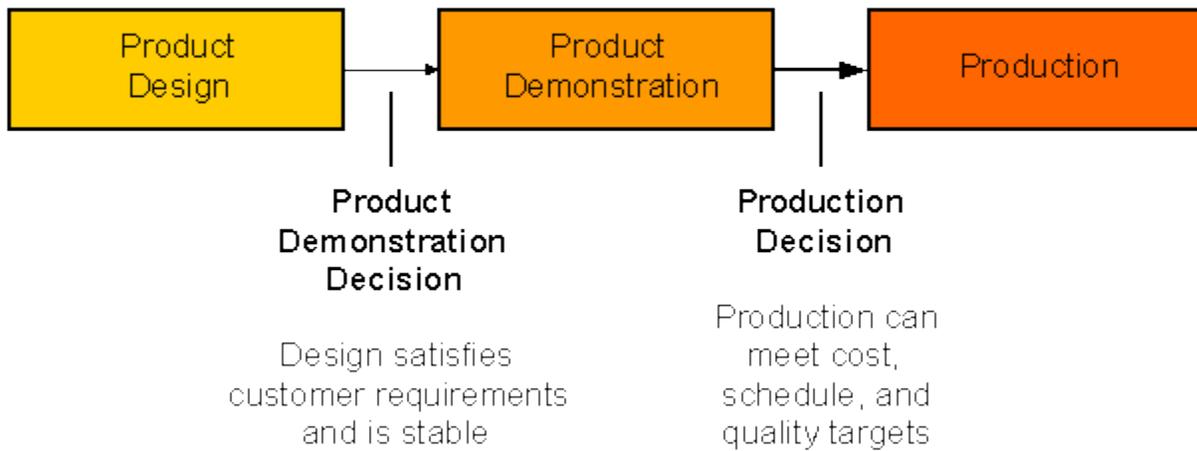
- **Finalize program planning.** The service organization reviews and updates program planning completed during final investment analysis (i.e., implementation strategy and planning document). Key stakeholders participate in this activity to ensure planning is complete and realistic. For example, if new systems are to be installed or existing facilities modified, service organization planners work with service-area offices so people and resources will be available when needed.
- **Obtain the solution.** The service organization oversees and coordinates execution of tasks and activities necessary to achieve the benefits projected for the investment program within approved cost and schedule baselines. This includes such activities as contract award, contract administration, program management, resource management, risk management, systems engineering, logistics support, test and evaluation, and site acquisition and adaptation. It may involve developing operational procedures and standards; obtaining physical, personnel, and information security; modifying the physical infrastructure; and coordinating collateral action by the aviation industry.
- **Verify Operational Readiness.** The service organization manages all activities necessary to install the solution at a designated test site(s) and test it thoroughly to verify operational readiness. Operational readiness encompasses operational effectiveness and operational suitability. Operational effectiveness measures how well the solution satisfies mission need and operational requirements. Operational suitability measures how well a product can be integrated and employed for field use, considering such factors as compatibility, reliability, human performance factors, maintenance and logistics support, safety, and training. For designated programs, operational readiness is also assessed by independent operational test and evaluation. The solution may be installed, as necessary, at the FAA Academy, FAA Logistics Center, and William J. Hughes Technical Center before the in-service decision. In rare cases and with proper justification, the service organization may request authority to install at other specific sites. This authorization does not affect the regular in-service review process culminating in a final in-service decision, which must be adhered to before a product can be placed into operational service through the declaration of operational readiness date (ORD) and commissioning.
- **Prepare for in-service decision.** The service organization completes all activities necessary for the in-service decision. This includes resolution of all support issues identified by the operating service organization and integrated logistics management team; completion of management actions arising from the in-service review checklist and IOT&E report (designated programs only); resolution of stakeholder issues; development of the in-service decision briefing and action plan; and concurrence of key stakeholders.
- **Update planning for in-service management.** The service organization plans how it will sustain and manage deployed assets throughout their full lifecycle. This includes in-service support, post implementation reviews and other evaluations of operational assets to measure performance, collection of performance data in support of service-level

reviews, product sustainment strategy and actions, service-life extension, and eventual removal from service including site restoration.

- **Deploy the solution at all sites.** The service organization manages all activities necessary to deploy the solution at each site. This includes transportation and delivery of equipment, installation and checkout, contractor acceptance and inspection, integration, field familiarization, declaration of initial operational capability, joint acceptance and inspection, dual operations, declaration of operational readiness, and removal and disposal of obsolete equipment. Post implementation reviews are conducted at deployment sites to ensure user needs are satisfied, identify systemic problems that must be corrected, and determine whether cost, schedule, and benefits objectives are being achieved. The transition from solution implementation to in-service management extends over time, occurring at each site upon declaration of operational readiness or commissioning.

Investment programs that develop, modernize, or enhance systems or software follow the knowledge-based product development process shown in Figure 2.5.1-1. Table 2.5.1-1 contains the timing, criteria, and authority for each decision point.

**Figure 2.5.1-1. FAA Knowledge-Based Product Development Process**



**Table 2.1.5-1 Product Development Decision Points, Timing, Criteria, and Authority**

Decision Point	Timing	Decision Authority	Decision Criteria
Product Demonstration Decision	After critical design review	Vice President or Director of the implementing service organization	<ul style="list-style-type: none"> <li>• Key product characteristics are defined</li> <li>• Stakeholders agree that product design and functionality satisfy customer requirements</li> <li>• System design reviews are complete</li> <li>• Engineering drawings are complete</li> <li>• Detailed software/firmware design is complete, including critical software processes and threads</li> <li>• RMA goals are defined and planning is complete</li> <li>• Failure modes and effects analysis is complete</li> </ul>

			<ul style="list-style-type: none"> <li>• Critical manufacturing processes are identified</li> </ul>
Production Decision	After completion of operational testing	Vice President or Director of the implementing service organization *	<ul style="list-style-type: none"> <li>• First-article satisfies customer requirements in an operational environment</li> <li>• Data demonstrate that critical manufacturing processes and components will achieve RMA goals</li> <li>• First-article achieves contract RMA requirements</li> <li>• Stakeholders agree design is producible</li> </ul>

\* Unless otherwise designated by the JRC at the final investment decision.

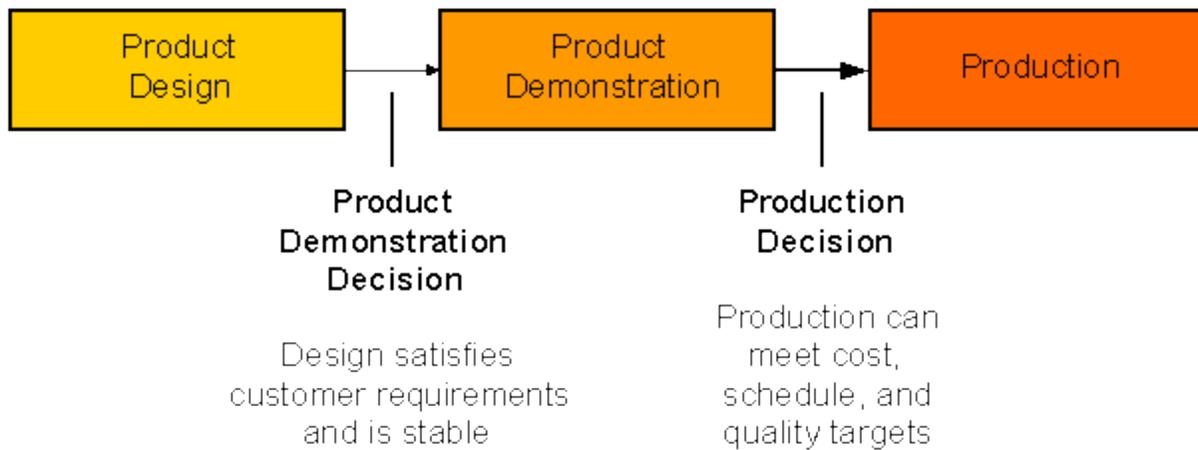
**New Content: Acquisition Management Policy:  
Section 2.5.1 : What Must Be Done**

- **Finalize program planning.** The service organization reviews and updates program planning completed during final investment analysis (i.e., implementation strategy and planning document). Key stakeholders participate in this activity to ensure planning is complete and realistic. For example, if new systems are to be installed or existing facilities modified, service organization planners work with service-area offices so people and resources will be available when needed.
- **Obtain the solution.** The service organization oversees and coordinates execution of tasks and activities necessary to achieve the benefits projected for the investment program within approved cost and schedule baselines. This includes such activities as contract award, contract administration, program management, resource management, risk management, systems engineering, logistics support, test and evaluation, and site acquisition and adaptation. It may involve developing operational procedures and standards; obtaining physical, personnel, and information security; modifying the physical infrastructure; and coordinating collateral action by the aviation industry.
- **Verify Operational Readiness.** The service organization manages all activities necessary to install the solution at a designated test site(s) and test it thoroughly to verify operational readiness. Operational readiness encompasses operational effectiveness and operational suitability. Operational effectiveness measures how well the solution satisfies mission need and operational requirements. Operational suitability measures how well a product can be integrated and employed for field use, considering such factors as compatibility, reliability, human performance factors, maintenance and logistics support, safety, and training. For designated programs, operational readiness is also assessed by independent operational test and evaluation. The solution may be installed, as necessary, at the FAA Academy, FAA Logistics Center, and William J. Hughes Technical Center before the in-service decision. In rare cases and with proper justification, the service organization may request authority to install at other specific sites. This authorization does not affect the regular in-service review process culminating in a final in-service decision, which must be adhered to before a product can be placed into operational service through the declaration of operational readiness date (ORD) and commissioning.

- **Update planning for in-service management.** The service organization plans how it will sustain and manage deployed assets throughout their full lifecycle. This includes in-service support, post implementation reviews and other evaluations of operational assets to measure performance, collection of performance data in support of service-level reviews, product sustainment strategy and actions, service-life extension, and eventual removal from service including site restoration.
- **Verify and validate key work products and products.** The service organization incrementally verifies and validates key work products and products of solution implementation, in accordance with the V&V Guidelines, including the contract/statement of work, design documents, specifications, and actual product/product components. Verification and validation activity supports contract award, product demonstration decision, production decision, product acceptance, and the in-service decision.
- **Prepare for in-service decision.** The service organization completes all activities necessary for the in-service decision. This includes resolution of all support issues identified by the operating service organization and integrated logistics management team; completion of management actions arising from the in-service review checklist and IOT&E report (designated programs only); resolution of stakeholder issues; development of the in-service decision briefing and action plan; and concurrence of key stakeholders.
- **Deploy the solution at all sites.** The service organization manages all activities necessary to deploy the solution at each site. This includes transportation and delivery of equipment, installation and checkout, contractor acceptance and inspection, integration, field familiarization, declaration of initial operational capability, joint acceptance and inspection, dual operations, declaration of operational readiness, and removal and disposal of obsolete equipment. Post implementation reviews are conducted at deployment sites to ensure user needs are satisfied, identify systemic problems that must be corrected, and determine whether cost, schedule, and benefits objectives are being achieved. The transition from solution implementation to in-service management extends over time, occurring at each site upon declaration of operational readiness or commissioning.

Investment programs that develop, modernize, or enhance systems or software follow the knowledge-based product development process shown in Figure 2.5.1-1. Table 2.5.1-1 contains the timing, criteria, and authority for each decision point.

**Figure 2.5.1-1. FAA Knowledge-Based Product Development Process**



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Production Decision	After completion of operational testing	Vice President or Director of the implementing service organization *	<ul style="list-style-type: none"> <li>• First-article satisfies customer requirements in an operational environment</li> <li>• Data demonstrate that critical manufacturing processes and components will achieve RMA goals</li> <li>• First-article achieves contract RMA requirements</li> <li>• Stakeholders agree design is producible</li> </ul>

\* Unless otherwise designated by the JRC at the final investment decision.

**Red Line Content: Acquisition Management Policy:  
Section 2.5.1 : What Must Be Done**

- **Finalize program planning.** The service organization reviews and updates program planning completed during final investment analysis (i.e., implementation strategy and

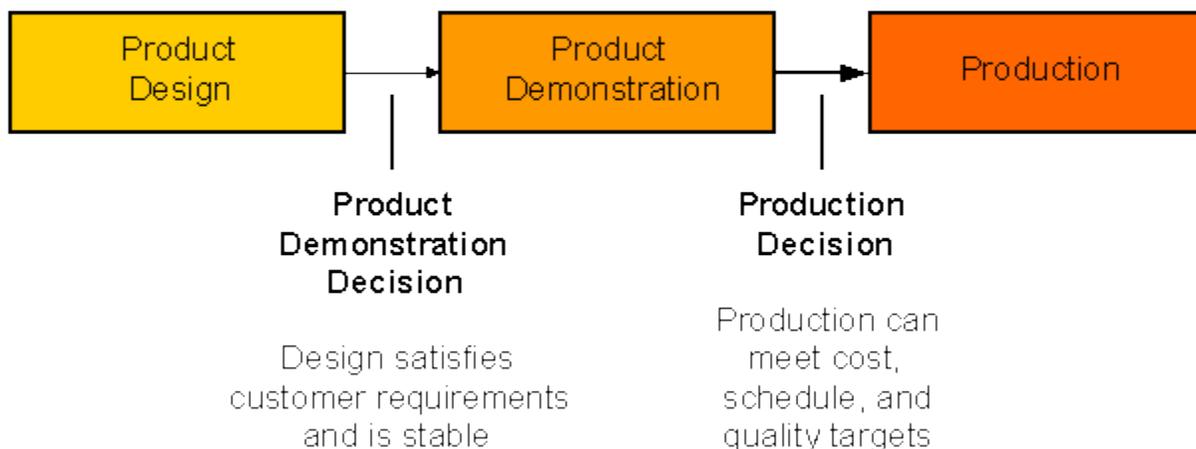
planning document). Key stakeholders participate in this activity to ensure planning is complete and realistic. For example, if new systems are to be installed or existing facilities modified, service organization planners work with service-area offices so people and resources will be available when needed.

- **Obtain the solution.** The service organization oversees and coordinates execution of tasks and activities necessary to achieve the benefits projected for the investment program within approved cost and schedule baselines. This includes such activities as contract award, contract administration, program management, resource management, risk management, systems engineering, logistics support, test and evaluation, and site acquisition and adaptation. It may involve developing operational procedures and standards; obtaining physical, personnel, and information security; modifying the physical infrastructure; and coordinating collateral action by the aviation industry.
- **Verify Operational Readiness.** The service organization manages all activities necessary to install the solution at a designated test site(s) and test it thoroughly to verify operational readiness. Operational readiness encompasses operational effectiveness and operational suitability. Operational effectiveness measures how well the solution satisfies mission need and operational requirements. Operational suitability measures how well a product can be integrated and employed for field use, considering such factors as compatibility, reliability, human performance factors, maintenance and logistics support, safety, and training. For designated programs, operational readiness is also assessed by independent operational test and evaluation. The solution may be installed, as necessary, at the FAA Academy, FAA Logistics Center, and William J. Hughes Technical Center before the in-service decision. In rare cases and with proper justification, the service organization may request authority to install at other specific sites. This authorization does not affect the regular in-service review process culminating in a final in-service decision, which must be adhered to before a product can be placed into operational service through the declaration of operational readiness date (ORD) and commissioning.
- **Prepare Update planning for in-service decision management.** The service organization completes all activities necessary for the plans how it will sustain and in-service manage decision deployed assets throughout their full lifecycle. This includes resolution in-service support, post implementation reviews and other evaluations of all operational assets to measure performance, collection of performance data in support issues of identified service-level by reviews, the product operating sustainment strategy and actions, service-life organization extension, and integrated logistics management eventual removal from team; service completion of including site management restoration.
- **Verify actions arising from the and validate key work in-products and products. The service review checklist organization incrementally verifies and IOT&Evaluates report key (designated work programs products only); and resolution products of stakeholder solution issues implementation, in accordance with the V&V development Guidelines, of including the in-service contract/statement decision of briefing work, design documents, specifications, and action actual plan product/product components. ; Verification and concurrence of key validation activity supports stakeholders contract award, product demonstration decision, production decision, product acceptance, and the in-service decision.**

- **Update planning** *Prepare for in-service management decision.* The service organization *plans* **completes** how it will sustain and *all activities necessary for the management in-service* deployed **decision.** assets throughout their full *This includes resolution of lifecycle* **all** This includes *support issues in-service* **identified** support, *by post implementation* **the operating** reviews *service organization* and other **integrated** evaluations *logistics management team; completion* of operational assets to measure *management actions arising from performance, the collection in-service of performance data* **review checklist and in IOT&E support report of (designated service-level programs reviews, only);** product sustainment strategy **resolution of stakeholder and issues;** actions, **development** service *of the in-life* **service** extension, **decision briefing** and **eventual** **action** removal **plan;** from service including site restoration **and concurrence of key stakeholders.**
- **Deploy the solution at all sites.** The service organization manages all activities necessary to deploy the solution at each site. This includes transportation and delivery of equipment, installation and checkout, contractor acceptance and inspection, integration, field familiarization, declaration of initial operational capability, joint acceptance and inspection, dual operations, declaration of operational readiness, and removal and disposal of obsolete equipment. Post implementation reviews are conducted at deployment sites to ensure user needs are satisfied, identify systemic problems that must be corrected, and determine whether cost, schedule, and benefits objectives are being achieved. The transition from solution implementation to in-service management extends over time, occurring at each site upon declaration of operational readiness or commissioning.

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### **Section 2.7.1 : What Must Be Done**

**Old Content:** Acquisition Management Policy:

#### **Section 2.7.1 : What Must Be Done**

- **Deliver air traffic control and other business services.** This is done using infrastructure, procedures, personnel, and other assets as assigned and funded.
- **Sustain services within baseline values.** Management and engineering actions throughout in-service management sustain and improve service delivery, correct deviations from cost and performance standards, and improve quality. These actions include modifications to hardware and software to solve latent or discovered technical problems, process changes to improve performance, planned block upgrades and product improvements, and sustainment actions that lower operating costs. It involves the management of personnel, information systems, money, logistics support, spare parts, technical resources, and other assigned assets. Management techniques include fiscal and workforce planning, contract award and administration, fiscal and program control, and process management to achieve cost, performance, and benefit objectives. All modifications to fielded assets must be in accordance with the enterprise architecture. If a planned modification requires a change to the architecture, appropriate amendments and products must be developed and approved.
- **Evaluate performance and customer expectations.** Post implementation review(s) at deployment sites help to determine whether performance and benefits are being achieved. When projections are not being realized, corrective action is planned

and implemented. Periodic operational evaluations of fielded assets continue throughout in-service management to identify performance shortfalls, determine trends in the cost of ownership, identify adverse support trends, and solve systemic operational or support problems. These evaluations are the basis for revalidating the merit of sustaining investment assets or the need for other action. Findings are fed back into service analysis, where it is determined whether to continue to sustain existing assets or recommend new investments to solve systemic operational problems in the service environment.

- **Prioritize opportunities for operational funding.** Service organizations participate in cross-organizational planning to review, integrate, and prioritize the allocation of operational resources to fielded services and assets. This objective is to continue support for high-ranking service needs and reduce or terminate support for low-value or redundant assets. Recommendations are presented to the Joint Resources Council for approval.
- **Support service delivery.** This includes corrective and preventive maintenance, supply support, second-level engineering, depot-level repair, modification of hardware and software to improve performance, test and support equipment, and transportation of supplies.
- **Sustain in-service support.** Any modification to fielded assets (e.g., block upgrade, planned product improvement, problem correction) must be accompanied by concomitant changes to key elements of the support infrastructure such as training, documentation, spare parts, and engineering support. This includes development, attrition, and refresher training for personnel who directly operate, maintain, or provide support functions.
- **Update the OMB Exhibit 300 for annual budget cycle (designated programs only).** Annual updates reflect program changes and move the budget submission forward one year. The OMB Exhibit 300 must continue to achieve a passing score from the Office of Management and Budget.
- **Update in-service management planning documents.** Service organizations review and update in-service planning documents as needed.
- **Execute emergency sustainment actions.** This includes planning for contingency and emergency responses. Highest priority services are sustained even if performance goals for lower priority services cannot be met.
- **Maintain physical, personnel, and information security at all FAA facilities.** This includes environmental threat and facility assessment and accreditation in accordance with FAA internal security planning.
- **Sustain the physical infrastructure.** Resources are planned and allocated to sustain utilities, buildings, grounds, structures, roads, telecommunications, handling of hazardous materials, lightning protection, bonding, grounding, heating, cooling, and special access.
- **Acquire, manage, and dispose of property.** This applies to FAA-owned and leased properties, as well as to non-federal facilities with external sponsors. This activity may involve the purchase or lease of buildings, structures, and grounds, as well as removal and disposal of no longer used equipment, systems, services, products, facilities, real property, and resources. Removal and disposal includes decommissioning, dismantling, and demolishing of systems and equipment; restoring sites including environmental cleanup and disposal of hazardous materials; disposing of government property; recovering precious metals; and reusing surplus assets.

- **Manage and control configuration of all services and service components.** This includes the submission of NAS change proposals to the appropriate approval board to baseline, install, and manage changes to NAS systems, software, and equipment. Coordination with the appropriate systems engineering organization is necessary to ensure changes are compatible with and reflected in the enterprise architecture.
- **Sustain flight inspections, aircraft certification, and regulatory requirements.** This pertains to all safety-related quality assurance actions, including establishing safety standards for operations, monitoring safety performance, issuing and maintaining certificates and licenses, and developing and revalidating procedures such as approach and landing procedures.

**New Content: Acquisition Management Policy:**  
**Section 2.7.1 : What Must Be Done**

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**Red Line Content:** Acquisition Management Policy:

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### **Section 2.2.1 : What Must Be Done**

**Old Content:** Acquisition Management Policy:

#### **Section 2.2.1 : What Must Be Done**

Service organizations:

- Identify, justify, and manage research, study, and analysis programs within their service area of responsibility;
- Prepare white sheets for research programs approved for inclusion in the R&D portfolio;
- Submit research, study, and analysis proposals to the R&D portfolio development process for evaluation and possible inclusion in the R&D portfolio;
- Use peer reviews by subject-matter experts to improve the quality and timeliness of ongoing research programs;
- Plan and obtain support for operational prototypes as specified in the Integrated Logistics Support Process Manual. This may include training, manuals, spare parts, repair, and support services, as well as removing prototypes and restoring sites when activity is complete; and
- Plan for certification and configuration management of prototypes that will remain in operational use and for their transition to national support and operation.

ATO Operations Planning organization:

- Manages the R&D planning and budget process;
- Coordinates annual development of the National Aviation Research Plan;
- Ensures the R&D portfolio is aligned with FAA strategic goals and the enterprise architecture;
- Identifies and analyzes potential solutions to service need, including feasibility analyses;
- Evaluates prototypes and conducts feasibility demonstrations to validate and refine initial requirements, operational concepts, and potential solutions;
- Integrates FAA research activity with research sponsored or conducted by industry, universities, and other government organizations; and
- Interfaces with OST, OMB, Congress, trade associations, international organizations, and other state and federal government organizations for agency-level research issues.

R&D Executive Board:

- Works with the lines of business to develop the FAA R&D portfolio each year; and
- Coordinates sequential review of the portfolio with the OEP Review Board, ATO Executive Council, Associate and Assistant Administrators, and Joint Resources Council.

Capital Investment Team:

- Formulates ATO Capital R&D funding requirements.

**New Content:** Acquisition Management Policy:  
**Section 2.2.1 : What Must Be Done**

Service organizations:

- Identify, justify, and manage research, study, and analysis programs within their service area of responsibility;
- Prepare white sheets for research programs approved for inclusion in the R&D portfolio;
- Submit research, study, and analysis proposals to the R&D portfolio development process for evaluation and possible inclusion in the R&D portfolio;
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- Plan and obtain support for operational prototypes as specified in the Integrated Logistics Support Process Manual. This may include training, manuals, spare parts, repair, and support services, as well as removing prototypes and restoring sites when activity is complete; and
- Plan for certification and configuration management of prototypes that will remain in operational use and for their transition to national support and operation.

ATO Operations Planning organization:

- Manages the R&D planning and budget process;
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- Interfaces with OST, OMB, Congress, trade associations, international organizations, and other state and federal government organizations for agency-level research issues.

R&D Executive Board:

- Works with the lines of business to develop the FAA R&D portfolio each year; and
- Coordinates sequential review of the portfolio with the OEP Review Board, ATO Executive Council, Associate and Assistant Administrators, and Joint Resources Council.

Capital Investment Team:

- Formulates ATO Capital R&D funding requirements.

**Red Line Content:** Acquisition Management Policy:  
**Section 2.2.1 : What Must Be Done**

#### Service organizations:

- Identify, justify, and manage research, study, and analysis programs within their service area of responsibility;
- Prepare white sheets for research programs approved for inclusion in the R&D portfolio;
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- Interfaces with OST, OMB, Congress, trade associations, international organizations, and other state and federal government organizations for agency-level research issues.

#### R&D Executive Board:

- Works with the lines of business to develop the FAA R&D portfolio each year; and
- Coordinates sequential review of the portfolio with the OEP Review Board, ATO Executive Council, Associate and Assistant Administrators, and Joint Resources Council.

#### Capital Investment Team:

- Formulates ATO Capital R&D funding requirements.